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ABSTRACT

This handbook provides a reference to the fiscal requirements and procedures for effective management of federal and state education grant programs in Wisconsin. The handbook references the Code of Federal Regulations, the federal Single Audit Act of 1984, and state statutes. Part A discusses the education department's general administrative regulations that concern programs funded by the United States Department of Education. The section includes definitions of allowable and unallowable costs, indirect cost rates, obligation of funds, record retention, and uniform property management standards. Part B focuses on operating procedures and offers a reference list of programs administered by the state department of public instruction. The section describes the state statute requiring school districts to maintain a uniform accounting system, methods of budget approval, and key concepts of the Single Audit Act of 1984. Purposes and procedures for administering federal programs are discussed in part C. Programs include Education of Handicapped Children, Early Childhood Incentive, and the Job Training and Partnership Act. Part D outlines programs funded through state appropriations. Among programs concerns are Special Olympics, alcohol and drug abuse, and minority group scholarships. The final section provides a directory of state officials to contact regarding fiscal policy and procedures and forms for report of local expenditures. (CJH)

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Financial Management Handbook for Federal and State Grant Programs

September 1986

EA 019 044

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Wisconsin Department of Public Instruction
Herbert J. Grover, State Superintendent

INTRODUCTION

The purpose of this handbook is to provide a reference to the fiscal requirements and procedures necessary for sound financial management of the education programs listed on page 7. Financial management and accounting responsibility for the DPI administered programs is assigned to the Federal Aids and Audit Section (FAAS) of DPI. Consolidation of financial management within the FAAS was designed to provide improved and uniform accounting procedures as well as reduced paperwork. The procedures assist LEAs in the proper disbursement of, and accounting for, federal and state funds as prescribed by law.

The handbook references the Code of Federal Regulations (CFR), the Single Audit Act of 1984 and the Statutes of Wisconsin. The intention is not to replace these documents but to provide a better understanding of them. You are encouraged to refer to the legislation and regulations as needed. In such instance where state statute is more restrictive than federal requirements, the state statute applies.

This handbook does not include a discussion of the U.S. Department of Agriculture programs, such as the National School Lunch Program.

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The Education Department's General Administrative Regulations (EDGAR)

Programs EDGAR Applies To (76.1)

EDGAR consolidated into a single document common requirements of various programs now funded by the U.S. Department of Education. The purpose of this section is to provide reference to and discussion of EDGAR requirements about which DPI frequently receives inquiries.

EDGAR's focus when published in final form on April 3, 1980 was to provide minimal state and LEA latitude in the fiscal administration of categorical programs. In contrast, the intent of the Education Consolidation and Improvement Act (ECIA) of 1981 was to provide considerable latitude. With the intent of providing more latitude under ECIA, the EDGAR regulations do not apply to the Chapter 1-Basic Grant and Chapter 2. However, this is not to be interpreted that Chapter 1-Basic Grant and Chapter 2 have no fiscal requirements or standards. The Office of Management and Budget Circular A102 applies to Chapters 1 and 2 as well as the specific regulatory language.

DPI administered programs that EDGAR applies to include:

1. Education of Handicapped Children in State Operated or Supported Schools (89-313)
2. Chapter 1 - Migrant
3. Chapter 1 - Neglected and Delinquent
4. Deaf-Blind Centers
5. Education of the Handicapped Act PL 94-142
6. PL 94-142 Early Childhood Incentive
7. Public Library Services (LSCA 1)
8. Interlibrary Cooperation (LSCA 3)
9. Carl Perkins - Basic Grant
10. Carl Perkins - Consumer and Homemaker Education
11. Interstate and Intrastate Migrant Coordination
12. Transition Program for Refugee Children
13. Removal of Architectural Barriers to the Handicapped
14. Emergency Immigrant Education Assistance
15. State Grants for Strengthening the Skills of Teachers and Instruction in Mathematics, Science, Foreign Languages and Computer Learning (Title II, Education for Economic Security Act)

NOTE: EDGAR only applies to programs funded by the Department of Education, therefore, the Maternal and Child Health Services Block Grant, the Job Training Partnership Act and state funded programs are not regulated by EDGAR.

Allowable Costs and Unallowable Costs (Part 74, Subpart Q, App C)

Allowable Costs

LEAs assume responsibility for seeing that federally assisted program funds have been expended and accounted for consistent with program regulations and approved applications. Allowable costs generally are categorized as either direct or indirect. Typical direct costs include salaries, fringes, purchased services, non-capital objects and capital objects. A more detailed discussion of these cost items is found in the Budget section under Operating Procedures of this manual.

Administrative staff at DPI review program budgets using the following basic guidelines to determine allowability of costs:

a. Costs are necessary and reasonable for proper and efficient administration of the grant program.
b. Costs are authorized or not prohibited under state and federal laws or regulations.
c. Costs are not included as costs of any other federally funded program.
d. Costs are net of all applicable credits.

Unallowable Costs

1. Bad Debts. Any losses arising from uncollectible accounts and other claims, and related costs, are unallowable.
2. Contingencies. Contributions to a contingency reserve or any similar provision for unforeseen events are unallowable.
3. Contributions and donations. Unallowable.
4. Entertainment. Costs of amusements, social activities and incidental costs such as meals, beverages, lodging, rentals, transportation and gratuities are unallowable.
5. Fines and penalties. Costs resulting from violations of, or failure to comply with, federal, state, and local laws and regulations are unallowable.
6. Interest and other financial costs. Interest on borrowings (however represented), bond discounts, cost of financing and refinancing operations, and legal and professional fees paid in connection therewith, are unallowable except when authorized by Federal legislation.
7. Legislative expenses. Salaries and other expenses of the State legislature or similar local government bodies such as county supervisors, city councils, school boards, etc., whether incurred for purposes of legislation or executive direction, are unallowable.
8. Underrecovery of costs under grant agreements. Any excess of cost over the federal contribution under one grant agreement is unallowable under other grant agreements.
9. Expenditures of the office of the chief executive (district administrator) are unallowable.

Indirect Cost Rates (Part 74, Subpart Q)

Indirect costs are those costs which are not readily identified with the activities funded by the federal grant or contract but are nevertheless incurred for the joint benefit of those activities and other activities and programs of the LEA. Accounting, auditing, payroll, personnel, budgeting, purchasing, and operation and maintenance of plant are examples of services which typically benefit several activities and programs and for which appropriate costs may be attributed to the federal program by means of an indirect cost allocation plan. In theory, all costs could be charged as direct costs, but where practical limitations and considerations of efficiency preclude such an approach, an indirect cost allocation plan is an acceptable alternative.

If an LEA elects to recover indirect costs, an indirect cost rate must be approved annually by DPI and included in the federal program budget. Recovery of indirect costs does not mean that more funds will be available from federal programs. Formula-based grants generate funds for LEAs based upon formula requirements. Reimbursement from DPI for the combination of direct and indirect costs may not exceed the federal funds available to an LEA.

EDGAR requires that a restricted indirect cost rate be computed for federal education programs which prohibit supplanting. Computation of the restricted indirect cost rate excludes maintenance and operation of plant expenditures. Furthermore, indirect cost rate computations exclude any extraordinary or distorting expenditures such as capital expenditures or "pass through" funds. Normally pass through funds are associated with "transit of aid" in WESSAS. Basically the restricted indirect cost rate may be applied to salaries, fringe, non-capital objects and purchased services excluding intergovernmental payments.

Normally restricted indirect cost rates approved by DPI range from one to three percent.

Obligation of Funds (76.704 and 76.707)

When LEAs may begin to obligate funds depends upon the authorizing statute as follows:

a. If grants are awarded based upon a formula, an LEA may not obligate funds until the later of:
   1. July 1; or
   2. the date that the LEA submits its application to DPI in substantially approvable form.

Reimbursement for obligations made under formula based grants is subject to final approval of the application.

b. If grants are awarded on a discretionary basis, LEAs may not obligate funds until the grant is made. However, DPI may approve pre-agreement costs which are consistent with allowable costs under the grant.

The following shows when EDGAR recognizes an obligation as being made:

If The Obligation Is For:	The Obligation Is Made:
Equipment or supplies	On the date which the LEA makes a binding written commitment to acquire the equipment or supplies
Personal services by an employee of the LEA	When the services are performed
Personal services by a contractor who is not an employee of the LEA	On the date which the LEA makes a binding written commitment to obtain the services
Public utility services	When the LEA receives the services
Travel	When the travel is taken
Rental of buildings or equipment	When the LEA uses the building or equipment

Note: Discussion under Claim Form (page 12) of this handbook indicates that all obligations must be liquidated prior to submission of a final claim. Final claims on federal projects must be submitted by September 30.

Record Retention (76.731)

EDGAR provides for a five year retention period. If any litigation, claim, negotiations, audit or other action involving the records has been started before the end of the five year period, the records must be retained until completion of the action and resolution of all issues or until the end of the five year period, whichever is later.

Uniform Property Management Standards (Part 74, Subpart O)

The following discussion applies to equipment purchased in part or whole with funds received from grants from the U.S. Department of Education.

EDGAR defines ACQUISITION COST as the net invoice price of the equipment, including the cost of modifications, attachments, accessories, or auxillary apparatus necessary to make the equipment usable for the purpose for which it was acquired. Other charges such as the costs of installation, transportation or taxes may be included in or excluded from the unit acquisition cost in accordance with the regular accounting practices of LEAs.

EQUIPMENT is defined as property having a useful life of more than one year and an acquisition cost of $300 or more per unit. Chapter 4 of WESSAS considers such equipment as Non-Expendable Capital Objects (fixed assets).

Equipment must be used in the project or programs for which it was acquired as long as needed, whether or not the project or program continues to be supported by federal funds. When no longer needed for the original project or program the equipment must be used, if needed, in other projects or programs currently or previously sponsored by the federal government, with priority to federal programs sponsored by the U.S. Department of Education.

If the equipment is being used less than full time in the project or program for which it was originally acquired, the equipment must be made available for use in other projects or programs currently or previously sponsored by the federal government, provided such use will not interfere with the work of the original project or program. When no longer needed for the original project or program, the equipment must be used in connection with other federally sponsored programs.

DISPOSITION of equipment shall be made if the equipment is no longer to be used in projects or programs currently or previously sponsored by the federal government. Equipment with a unit acquisition cost of less than $1,000 and equipment with no further use value may be retained, sold, or otherwise disposed of, with no further obligation.

Equipment with a unit acquisition of $1,000 or more may be retained or sold. LEAs may need to compensate DPI. The amount of compensation is calculated by multiplying the current market value or the proceeds from the sale by the federal share of the equipment. The federal share of equipment shall be the same percentage as the federal share of the LEAs total costs under the grant. When disposing of equipment write to the appropriate DPI program administrator.

If the equipment is sold, $100 or ten percent of the total sales proceeds, whichever is greater, may be deducted from the amount due to DPI. LEAs may retain this amount to cover selling and handling expenses. If the project or program for which the equipment was acquired is still receiving grant support from the same federal program and DPI approves, the net amount due DPI may be used for allowable costs of that project or program.

Property management requirements are:

a. Property records shall be maintained accurately and shall include:
    (1) a description of the equipment, including manufacturer's model number, if any.
    (2) an identification number, such as the manufacturer's serial number.
    (3) identification of the grant under which the recipient acquired the equipment.
    (4) the total cost of the grant to which the cost of the equipment was charged. Records must include the LEA and Federal share of the total grant costs.
    (5) acquisition date and unit acquisition cost.
    (6) location, use and condition of the equipment and the date the information was reported.
    (7) all pertinent information on the ultimate transfer, replacement or disposition of the equipment.

b. A physical inventory of equipment shall be taken and the results reconciled with the property records at least once every 2 years to verify the existence, current utilization, and continued need for the equipment. A statistical sampling basis is acceptable. Any differences between quantities determined by the physical inspection and those shown in the accounting records shall be investigated to determine the causes of the differences.

c. A control system shall be in effect to insure adequate safeguards to prevent loss, damage, or theft of the equipment. Any loss, damage, or theft of equipment shall be investigated and fully documented.

d. Adequate maintenance procedures shall be implemented to keep the equipment in good condition.

e. Where equipment is to be sold and the federal government is to have a right to part or all of the proceeds, selling procedures shall be established which will provide for competition to the extent practicable and result in the highest possible return.

Federal Catalog Numbers and State Statutes

The following is a reference list of programs administered by DPI for which the Federal Aids and Audit Section has financial management responsibility.

Federal Catalog Number	Department of Education
84.009	Education of Handicapped Children in State Operated or Supported Schools (89-313)
84.010	Chapter 1 - Basic Grant
84.011	Chapter 1 - Migrant
84.013	Chapter 1 - Neglected and Delinquent
84.025	Deaf-Blind Centers
84.027	Education of the Handicapped Act 94-142
84.027	PL 94-142 Early Childhood Incentive
84.034	Public Library Services (LSCA 1)
84.035	Interlibrary Cooperation (LSCA 3)
84.048	Carl Perkins Act - Basic Grant
84.049	Carl Perkins Act - Consumer and Homemaker Education
84.144	Migrant Education - Interstate and Intrastate Coordination
84.146	Transition Program for Refugee Children
84.151	Chapter 2
84.154	Library Services and Construction Act (LSCA 2)
84.155	Removal of Architectural Barriers to the Handicapped
84.162	Emergency Immigrant Education Assistance
84.164	State Grants for Strengthening the Skills of Teachers and Instruction in Mathematics, Science, Foreign Languages and Computer Learning
	Department of Health and Human Services
13.994	Maternal and Child Health Services Block Grant
	Department of Labor
17.250	Job Training Partnership Act

Statutes of Wisconsin	State Programs
20.255(1)(fg)	Wisconsin Special Olympics
115.28(21)	Youth Initiatives(JTPA)
115.36	Alcohol and Other Drug Abuse Programs
115.365	Suicide Prevention
115.367	Education for Employment
115.40	Teaching Incentives
115.43	Minority Group Pupil Scholarships
115.75	American Indian Language and Culture Education Program
116.01	Human Growth and Development Program (also 118.019)
118.019	Abortion Prevention and Family Responsibility Act
346.655	Alcohol/Driver and Traffic Safety

The Wisconsin Elementary and Secondary School Accounting System

WESSAS

Section 115.30 of the Statutes requires school districts to maintain a uniform accounting system as prescribed by DPI. WESSAS is the prescribed accounting system. Cooperative educational service agencies use a modification of WESSAS called WCESAAS.

WESSAS was implemented on a statewide basis during 1980-81. WESSAS promotes a uniform accounting system balanced with the flexibility needed to suit local needs. Uniformity facilitates retrieval of financial information, meeting of reporting requirements and ultimately provides the necessary audit trail.

Basically WESSAS is a language used to discuss revenues and expenditures as they relate to budgets, claims, required reports and audits. District program staff are encouraged to refer to the WESSAS Manual and to maintain communications with business managers and bookkeepers.

The following brief discussion is intended for individuals who have not worked closely with WESSAS account codes.

WESSAS Account Code Sequence:

Fund	Location/ Organization	Object or Source	Function	Program/ Project	FY	Local
XX	XXX	XXX	XXX XXX	XXX	XX	XXX

<u>FUND:</u> (WESSAS Manual - page 56)

Normally transactions for programs covered by this manual are recorded in the following funds:

1. 10 - The General Fund
2. 20* - Special Project Funds or
3. 90* - Package and Cooperative Program Funds
   *Summary Funds

<u>LOCATION/ORGANIZATION:</u> (WESSAS Manual - page 61)

Location means the building or site where activities providing for or supporting education take place. Organization refers to administrative, instructional or support units such as grade level.

SOURCE: (WESSAS Manual - page 63)

Source classifies revenues according to their origins. This includes revenues from local, state and federal sources.

OBJECT: (WESSAS Manual - page 76)

An object is a service or commodity acquired in exchange for an asset. In budgets, objects normally included are salaries, fringes, purchased services, non-capital objects, capital objects and insurance and judgements.

FUNCTION: (WESSAS Manual - page 97)

Function means the purpose for which an object is used or for which a person acts. Functions may generally be grouped as Instruction and Support Services. Instruction includes the activities dealing directly with the interactions between staff and students. Support Services are those services which provide administrative, technical (such as guidance) and logistical support to facilitate and enhance instruction. Detailed function codes are used for certain programs which require specific cost information to determine approval and payment under grants.

PROGRAM/PROJECT: (WESSAS Manual - page 244)

An organized activity or group of activities designed to meet the criteria under which financial support from other governmental agencies is received. For example:

141 - Chapter 1 Basic Grant
341 - 94-142 Flow Through (LEA)

FISCAL YEAR: (WESSAS Manual - page 246)

For the 1986-87 year use 7. For the 1987-88 year use 8.

LOCAL: (WESSAS Manual - page 261)

Local dimensions specify information about characteristics of financial transactions which are not included in any of the common dimensions provided in the accounting system. These are strictly local options.

Fund	Source	Project	Program
10	630	000 (1)	Abortion Prevention Act(LEA)
10	630	000	Teaching Incentives
10	630	395	Alcohol and Drug Abuse(LEA)
10	630	396	Alcohol/Driver and Traffic Safety
10	630	410	Education for Employment(LEA)
10	650	283	Youth Initiatives Program, JTPA
10	713	400	Carl Perkins (LEA)
10	713	402	Carl Perkins (LEA) Consumer/Homemaker
10	730	000	Math/Science
10	730	250	LSCA Library Aid (LEA)
10	730	530	Transition Program for Refugee Children
10	730	536	Emergency Immigrant Education Assistance
10	751	141	Chapter 1 - Basic Grant (LEA)
10	751	142	Chapter 1 - Migrant (LEA)
10	751	143	Chapter 1 - Neglected/ Delinquent (LEA)
10	751	144	Chapter 1 - 89-313
10	752	000	Chapter 2 (LEA)
10	762	282	JTPA 8% Coordination/ED.GRANT (LEA)
20	004	000	LSCA Library Construction Aid
21	630	000	Abortion Prevention Act(CESA)
21	630	000	Human Growth and Development (CESA)
21	630	000	Alcohol and Drug Abuse Assistance (CESA)
21	630	000	Education for Employment(CESA)
22	751	142	Chapter 1 - Migrant (CESA)
22	751	143	Chapter 1 - Neglected/Delinquent (CESA)
22	751	144	Chapter 1 - 89-313 (CESA)
22	751	145	Migrant Coordination (CESA)
24	730	341	94-142 Flow Thru (LEA)
24	730	342	94-142 Discretionary (LEA)
24	730	343	94-142 Early Childhood Incentive (LEA)
24	730	360	Deaf/Blind (LEA)
24	730	500	94-142 Early Childhood Incentive (CESA)
24	730	600	94-142 Discretionary (CESA)
29	650	000	Youth Initiatives Program (CESA)
29	713	400	Carl Perkins (CESA)
29	713	402	Carl Perkins (CESA) Consumer/Homemaker
29	752	000	Chapter 2 (CESA)
29	762	000	JTPA 8% Coordination/Ed. Grant (CESA)
94	730	344	94-142 Discretionary (COOP)
94	730	345	94-142 Flow Thru (COOP)
94	730	346	94-142 Early Childhood Incentive (COOP)
95	650	283	Youth Initiatives Program (Coop)
95	713	400	Carl Perkins (COOP)
95	762	282	JTPA 8% Coordination/Ed. Grant (COOP)
99	630	000	Teaching Incentives
99	630	410	Education for Employment (COOP)

(1) 000 in the Project column indicates that DPI has not assigned a number. LEAs may assign a number between 600 and 999.

BUDGET

Upon program approval, the Federal Aids and Audit Section (FAAS) is provided a copy of the approved program budget which is the authority to process claims for reimbursement. As discussed under the WESSAS section, budgets normally include the following objects which in general terms may be referred to as line items:

1. Salaries
2. Fringes
3. Purchased Services
4. Non-Capital Objects
5. Capital Objects
6. Insurance and Judgements

The FAAS is responsible to ensure that reimbursable expenditures are in accordance with the approved budget. If a direct relationship does not exist between the claim and approved budget, corrective action must be initiated and a resolution reached prior to payment. This may involve correcting the claim or seeking a budget modification. Budget modifications must be made in writing to the appropriate program administrator or consultant.

When completing budgets, the function Instruction includes the activities dealing directly with the interactions between staff and students. Budget for teachers, aides or classroom assistants of any type which assist teachers in the instructional process. Support Services is technical and logistical support to facilitate and enhance instruction. For example, this includes guidance, physical and mental health services and improvement of instruction.

The objects Salaries and Fringes are used for amounts paid to or paid on behalf of employes who are actually on the district payroll. Employee health care funded by self insurance is a fringe benefit. Purchased Services includes payments for services rendered by personnel who are not on the payroll of the district or which the district obtains from private and public agencies. An example is consultant fees. Employee travel, pupil travel, utilities, communication and data processing costs are also included.

Budget for equipment purchases under Capital Objects. Equipment is federally defined as property having a useful life of more than one year and an acquisition cost of $300 or more per unit. Rentals are included as they are costs in lieu of purchase. Non-Capital Objects normally includes supplies, instructional materials and books.

Insurance and Judgements covers payments for insurance which protects the district against various misfortunes and expenditures for unemployment compensation.

CLAIM FORM

The claim form, Report of Local Expenditures (PI 1086), is used to report allowable program expenditures. The claim is a summary report. Detail to support the claim, such as purchase orders, is maintained by the district.

In general, LEAs may submit claims monthly or less frequently if desired. Normally LEAs determine the frequency of submission based upon their cash flow needs. After the June 30 ending date, 90 days is provided to complete payments on obligations made during the program period and to submit a final claim (i.e., no later than September 30). The Carl Perkins Act, JTPA and LSCA require specific claim submission dates. Their requirements are detailed under the respective federal program discussion.

As discussed under the Budget section, reimbursable expenditures must be in accordance with the approved program budget. Reimbursement may not exceed the total approved budget. However, a 10 percent variance is allowed on line items without a request for budget modification.

Advance payments are authorized under most programs. However, the federal government prohibits advance payments from exceeding a 30 day cash supply.

A claim form is attached at the end of this handbook. For specifics on claim submission or payment status please contact the appropriate staff person as listed in the directory of this handbook.

Upon receipt of an approvable claim, a check is normally mailed by DPI within 30 days or less. To facilitate rapid turnaround, please mail all claims to:

Department of Public Instruction
Federal Aids and Audit Section
125 South Webster Street
PO Box 7841
Madison, WI 53707-7841

SINGLE AUDIT ACT OF 1984

The Single Audit Act of 1984 for Wisconsin School Districts became effective during the July 1, 1984 - June 30, 1985 Fiscal Year. The Act was passed by Congress in order to give priority and consistency to the single audit approach (organization wide audit). In general, the new Act was a modification and strengthening of the audit concepts of OMB Circular A102 Attachment P. The new circular replacing A102 Attachment P is A128.

Key concepts under the Single Audit Act of 1984 as they apply to Wisconsin school districts:

1. Provides for an exemption from all single audit requirements if less than $25,000 is received annually from total federal financial assistance (from all federal programs combined).

2. A single audit is required if $25,000 or more of federal financial assistance is received annually.

3. The single audit must include compliance testing of transactions of each major federal assistance program. A major federal assistance program is defined as the larger of $300,000 or 3% of total expenditures of all federal programs.

   EXAMPLE: District A expends 15 million in 1986-87 from all federal programs combined.
   $15,000,000 X .03 = $450,000
   Since $450,000 is greater than $300,000, a major federal program in District A would be one expending more than $450,000 for the 1986-87 year.

4. Who makes the determination of whether or not a program is a major federal assistance program?

   The auditor will do this at time of audit.

5. The Single Audit Act does not preclude DPI staff nor federal auditors from conducting program specific reviews or audits.

6. Who pays for the audit?

   Reimbursement is limited to the ratio of total federal assistance expended by the LEA during the year audited to the LEA's total expenditures for that year or through time and effort itemization by the auditor.

7. How often does a single audit have to be completed?

   Annually.

1. Education of Handicapped Children in State Operated/Supported Schools
   34 CFR, Part 302 (PL 89-313)

The objective is to extend and improve comprehensive educational programs for handicapped children enrolled in State operated or State supported schools. Handicapped children whose free public education is the responsibility of the state are eligible through age 20 if they have not completed grade 12. Entitlements are based upon eligible handicapped children enrolled as of October 1 of each year.

Maintenance of Effort
NOTE: Although the EHA-B requirements, in general, apply to all handicapped children within a state, the U.S. Department of Education interprets that the Chapter 1 requirements for Maintenance of Effort and Supplement Not Supplant apply to 89-313.

Section 200.60 of 34 CFR states that an LEA may receive its allocation of funds only if the combined fiscal effort per student or the aggregate expenditures of state and local funds with respect to the provision of free public education in the LEA for the preceding fiscal year was not less than 90 percent of the combined fiscal effort per student or the aggregate expenditures for the second preceding fiscal year.

If an LEA fails to maintain effort and a waiver is not appropriate, the LEA's allocation is reduced in the exact proportion to which the LEA failed to meet the 90 percent requirement of both the combined fiscal effort per student and aggregate expenditures using the measure most favorable to the LEA.

Section 200.61 allows DPI to waive, for one fiscal year only, the Maintenance of Effort requirement if DPI determines that a waiver would be equitable due to exceptional or uncontrollable circumstances.

Supplement Not Supplant
Section 200.62 provides for the use of Chapter 1 funds only to supplement and, to the extent practical, increase the level of funds that would, in the absence of federal funds, be made available from non-federal sources for the education of pupils participating in 89-313. Supplanting is prohibited.

Matching
89-313 has no matching requirement.

Carryover
Project carryover is not permitted.

2. Chapter 1 - Basic Grant
34 CFR, Part 200

The objective is to provide financial assistance to LEAs for projects designed to meet the needs of educationally deprived children. Children up to the age of 21 who are entitled to a free public education through grade 12 and preschool age children are eligible for services. Regulations define educationally deprived children as children whose educational attainment is below the level that is appropriate for children of their age. Children receive extra help in the basic skills of reading, language arts and mathematics.

Maintenance of Effort
Section 200.60 of 34 CFR states that an LEA may receive its allocation of funds only if the combined fiscal effort per student or the aggregate expenditures of state and local funds with respect to the provision of free public education in the LEA for the preceding fiscal year was not less than 90 percent of the combined fiscal effort per student or the aggregate expenditures for the second preceding fiscal year.

If an LEA fails to maintain effort and a waiver is not appropriate, the LEA's allocation is reduced in the exact proportion to which the LEA failed to meet the 90 percent requirement of both the combined fiscal effort per student and aggregate expenditures using the measure most favorable to the LEA.

Section 200.61 allows DPI to waive, for one fiscal year only, the Maintenance of Effort requirement if DPI determines that a waiver would be equitable due to exceptional or uncontrollable circumstances.

Supplement Not Supplant
Section 200.62 provides for the use of Chapter 1 funds only to supplement and, to the extent practical, increase the level of funds that would, in the absence of federal funds, be made available from non-federal sources for the education of pupils participating in Chapter 1. Supplanting is prohibited.

Matching
The Chapter 1 - Basic Grant has no matching requirement.

Carryover
Section 200.45 requires DPI to determine if any LEAs have received allocations of Chapter 1 funds that exceed the amount required to operate their projects effectively during the current fiscal year and to provide a prudent and justifiable reserve to operate projects effectively during the next fiscal year.

DPI notifies LEAs of possible reallocation and provides an opportunity for LEAs to amend their Chapter 1 application and budgets. If an LEA exceeds the allowable carryover balance, DPI reallocates the funds to LEAs that have the greatest need for funds.

For the year ending June 30, 1986, the allowable carryover figure was established at 25 percent of the 1985-86 district allocation. Entitlement funds carried over are available for one additional year and should therefore be included in the subsequent year's application.

3. Chapter 1 - Migrant
   34 CFR, Part 204

The objective of this state agency operated program is to establish and improve programs to meet the special educational needs of migratory children of migratory agricultural workers or of migratory fishers.

Maintenance of Effort
Same as Chapter 1 - Basic Grant

Supplement Not Supplant
Same as Chapter 1 - Basic Grant

Matching
The Chapter 1 - Migrant program has no matching requirement.

Carryover
Project carryover is not permitted.

Excess Cost
Section 204.50 (a)(2) limits the use of program funds to the excess cost of projects.

4. Chapter 1 - Neglected and Delinquent
34 CFR, Part 203

The objective is to provide financial assistance to meet the special needs of institutionalized neglected or delinquent children for whom a state agency has an educational responsibility. Eligible children are those under 21 years of age who have been placed in a State institution for neglected or delinquent children or in an adult correctional institution. DPI makes one grant to the Department of Health and Social Services.

Maintenance of Effort
Same as Chapter 1 - Basic Grant

Supplement Not Supplant
Same as Chapter 1 - Basic Grant

Matching
The Chapter 1 - Neglected and Delinquent Program has no matching requirement.

Carryover
Carryover is permitted.

5. Centers and Services for Deaf-Blind Children
34 CFR, Part 307

The purpose is to provide a program designed to develop and bring to bear upon such children, beginning as early as feasible in life, those specialized, intensive professional and allied services, methods and aids that are found to be most effective to enable deaf-blind children to achieve their full potential for communication with, and adjustment to, the world around them for useful and meaningful participation in society and for self-fulfillment.

The discretionary grant process of this program precludes the need for regulation regarding maintenance of effort, supplement not supplant and matching.

6. Education of the Handicapped Act - Flow Through
   94-142 Part B of the Act
   34 CFR, Part 300

The purpose of this part is to insure that all handicapped children have available to them a free appropriate public education which includes special education and related services to meet their unique needs. To insure that the rights of handicapped children and their parents are protected, to assist localities to provide for the education of all handicapped children and to assess and insure the effectiveness of efforts to educate those children. LEA entitlements are calculated by multiplying an amount per child times the number of handicapped children age three through 21 receiving special education and related services in the LEA on December 1.

Nonsupplanting
Section 300.230 requires LEAs to use funds provided under Part B to supplement and, to the extent practicable, increase state and local expenditures for the education of handicapped children, and in no case to supplant state and local funds.

To meet this requirement, the total amount or average per capita amount of state and local funds budgeted by LEAs for expenditures in the current fiscal year for the education of handicapped children must be at least equal to the total amount or average per capita amount of state and local funds actually expended for the education of handicapped children in the most recent preceding fiscal year.

LEAs provide assurance on the application that Part B funds will be used in accordance with 300.230. To monitor for compliance with the nonsupplanting requirement, anticipated expenditures for the education of handicapped children submitted in the Budget Report(PI 1504) are compared to the actual expenditures as reported in the previous year's Annual Report(PI 1505). For example, verification of the nonsupplanting requirement for 1986-87 would be computed by comparing EEN budgeted costs on the 1986-87 Budget Report to EEN expenditures on the 1985-86 Annual Report. The following functions from the Budget Report and Annual Report are used by DPI in calculating compliance with this provision.

Function	Table 1.13 of Budget and Annual Reports
152000	Early Childhood
153000	Emotionally Disturbed
155000	Mentally Retarded
156100	Hearing Impairment
156210	EEN (Homebound)
156310	Occupational Therapy
156320	Physical Therapy

Function	Table 1.13 (continued)
156400	Physical/Other Health Impaired
156600	Speech/Language
156700	Visual Disability
156900	Other Physically Handicapped
157000	Learning Disabilities
158100	Multicategorical
158200	Service Needs Delivery System
212000*	Social Work
215000*	Psychological Services
223300	Exceptional Education(Supervision & Coordination)
	Table 3.10
256250	Special Transportation (handicapped)
256750	Contracted Transportation (handicapped)

* Statutes of Wisconsin 115.88 provide for reimbursement of social workers and psychologists at 51 percent.

Section 300.230 provides for allowances to be made if there is a decrease in the enrollment of handicapped children or if unusually large amounts of funds were expended for long-term purposes such as the acquisition of equipment.

Regulatory comments following 300.230 state that the nonsupplanting requirement prohibits LEAs from supplanting state and local funds with Part B funds on either an aggregate or given expenditure basis. On an aggregate basis, this means that if the LEA spent $100,000 in 1986-87, it must budget $100,000 in 1987-88 unless it can be demonstrated that the LEA experienced a decrease in enrollment or incurred an unusually large expenditure such as acquisition of equipment. Whether supplanting occurs with respect to a particular cost depends upon the circumstances of the expenditure. If a teacher's salary was switched from local funding to Part B funding, it would appear to be supplanting. However, if the teacher was taking a different position it would not be supplanting. In addition, the intent of the requirement is to increase state and local efforts, therefore, if a particular action led to an increase in services for handicapped children it would not be supplanting.

Matching
LEAs are not required to match Part B funds.

Carryover
Section 300.708 provides authority to reallocate Part B funds if an LEA is adequately providing a free appropriate public education to all handicapped children residing in the area served by the LEA and the Part

B funds are not required to provide special education and related services. LEAs may carryover up to 25 percent of their previous year's Part B entitlement. The use of carryover funds must be approved through the application process or subsequent budget amendment. If an LEA exceeds the allowable carryover balance, the excess funds are reallocated through the statewide distribution formula.

Excess Cost

Section 300.229 requires that each application provide assurance that LEAs use Part B funds only for excess costs which are directly attributable to the education of handicapped children. The excess cost requirement means that the LEA must spend a certain minimum amount for the education of its handicapped children before Part B funds are used. This insures that children served with Part B funds have at least the same average amount spent on them, from sources other than Part B, as do the children in the school district taken as a whole. Regulations require LEAs to make one computation for handicapped children in elementary schools and a separate computation for handicapped children in secondary schools.

Example Excess Cost Computation - Section 300.184
(costs include local, State and Federal sources)

Total expenditures for elementary school students	$10,500,000
Less capital outlay and debt service	- 500,000
Less programs for handicapped children	- 600,000
Less programs to meet the special educational needs of educationally deprived children	- 700,000
Less programs of bilingual education for children with limited English-speaking ability	- 300,000
	$ 8,400,000

The average number of students enrolled in elementary schools of the LEA last year, including handicapped students = 7,000

$8,400,000/7,000 = $1,200

$1,200 = the minimum amount the LEA must spend, on the average, for education of each of its handicapped students before funds under Part B may be used.

7. PL 94-142 Early Childhood Incentive
34 CFR Part 301

The purpose is to fund new special education programs and related services for handicapped children ages birth through five. Funding for early childhood incentive projects is awarded on a discretionary basis. Grant awards may include start-up funds to cover salaries of new teachers and aides, classroom equipment and instructional materials.

Due to the discretionary nature of the program, regulations do not require maintenance of effort nor match. Carryover is not permitted.

EXCESS COSTS (Section 301.8)
If local or state funds are available to pay for the education of nonhandicapped children of the same age as the handicapped children served with funds under this part, funds equal to that amount must also be made available for the handicapped children. If no local or state funds are available for nonhandicapped children of the same age, funds under this part may be used to pay for all of the costs directly attributable to the education of the handicapped children.

8. Library Services and Construction Act (LSCA)
34 CFR, Part 770

LSCA is comprised of three distinct programs. LSCA, Title I, funds projects to establish and extend public and State institutional library services. LSCA, Title II, provides funds for construction, acquisition, expansion and remodeling of public libraries. LSCA, Title III, is the part of the Act that LEAs may access.

The objective of LSCA, Title III, is to plan for the development, expansion and operation of cooperative networks to provide for coordination of the resources of school, public, academic and special libraries and information centers. Funds are limited and may only be used for services and equipment necessary for the establishment and operation of systems or networks. Neither library materials nor construction are eligible expenditures.

There are no maintenance of effort, match or excess cost requirements. Carryover is not permitted.

9. THE CARL D. PERKINS VOCATIONAL EDUCATION ACT (CPA)
34 CFR, Part 400 and 401

CLAIM SUBMISSION

The claim form, Report of Local Expenditures (PI 1086), is used to report program expenditures and match. The Bureau for Vocational Education (BVE) provides for reimbursement based upon a percent of the total approved budget as reflected on PI 1313. In addition, the BVE's position is that any difference between the approved budget and the amount of Carl Perkins funds approved is required match. For example, if the program budget is approved for $10,000 and BVE agrees to fund 23 percent, the required match is $7,700 ($10,000 - $2,300).

If the required match is not provided by the district, (actual expenditures are less than the approved budget), the percent of reimbursement is applied to the actual expenditures. For example, if the approved budget is $10,000 and the district only expends $9,000, the 23 percent would be applied to $9,000.

To provide flexibility a 10 percent variance is allowed on line items of the approved budget without a request for budget modification. However, reimbursement with Carl Perkins funds may never exceed the total approved budget times the reimbursement percent established by the BVE. If a variance exceeds 10 percent in any line item, approval from the Director of the BVE is required.

Rather than require an encumbrance report, it is required that a claim be submitted by January 20 to cover program activity through December 31. Report all to date encumbrances, CPA expenditures and matching expenditures. The BVE may reallocate funds not needed by individual programs. Reallocation would be based upon figures reported on the January 20 claim, specifically in the Unencumbered Balance Column. Therefore, it is very important that all purchase orders and purchased services be encumbered by December 31. In addition it is recommended that the claim reflect salaries as being encumbered for the entire year.

After the June 30 ending date, 90 days is provided to complete payments on obligations made during the program period and to submit a final claim. Therefore the two required claim submission dates are January 20 and September 30. LEAs may claim monthly if desired, provided match is also reported. LEAs completing their CPA project(s) prior to June 30 may receive reimbursement prior to June 30 if an approvable FINAL claim is submitted to the Federal Aids and Audit Section by June 1.

Use specific Wisconsin Elementary and Secondary School Accounting System (WESSAS) account codes for both CPA reimbursable expenditures and required match. This is needed to relate reported costs to your approved project budget and to tally state-wide cost data. For example, a new expanded program improvement project in the vocational agriculture

program normally would be recorded and reported using a function code in the 131 000 series. Use of a general 130 000 function on reported CPA match costs will not satisfy the reporting requirements of the Act.

The following function codes are used for Carl Perkins :

131 000 Agriculture
132 000 Business Occupations
133 000 Distributive Education Occupations
134 000 Health Occupations
135 000 Home Economics
135 100 Home Economics Cluster
135 200 Home Economics, Family Focus
135 300 Occupational Preparation
136 000 Industrial Education
138 000 Vocational Special Needs
138 100 Disadvantaged
138 200 Handicapped
138 300 Limited English
139 000 Other Vocational Curriculum
(includes Sex Equity and Single Parent)

213 000 Guidance (WESSAS Manual page 221)
Activities involving counseling with students and parents, providing consultation with other staff members, evaluating the abilities of students, assisting students as they make their own educational and career plans and choices and working with other staff members in planning.

220 000 Instructional Staff Services (WESSAS Manual page 224)
Activities associated with assisting the instructional staff in providing learning experiences for students. This includes improvement of instruction designed primarily for assisting instructional staff in planning, developing and evaluating the process of providing challenging learning experiences for students. Activities include curriculum development, techniques of instruction, understanding of child development, instructional staff training, etc.

223 700 Supervision and Coordination-Vocational Education
(WESSAS Manual page 226)
This would include the LVEC salary and fringe, the LVEC's support staff salary, LVEC travel and supplies.

MATCH Section 401.94 of the Regulations
Match from state and local sources is required to be at least 50 percent for all project areas with the exception of Sex Bias/Stereotyping, Single Parents/Homemakers and Incarcerated. Match must be direct expenditures which help accomplish the same purpose that the approved vocational education project is intended to achieve. For example, if

your approved program is for new or expanded program improvement, only the expenditures associated with the new and expanded purpose in your approved program is allowable match.

Record and report match expenditures on the claim form (PI 1086) using specific vocational WESSAS codes. This will provide an audit trail to demonstrate regulatory compliance. The example claim in this packet illustrates that the reimbursable CPA expenditures and match are accounted for in WESSAS by using a program project code in the 400 series. It should be stressed that any match reported must help accomplish the same purpose of the approved project. If match may not be determined from the WESSAS account number, it is requested that a brief explanation be provided.

The BVE provides instruction on approvable match. Therefore, questions regarding the appropriateness of using specific expenditures for match should be addressed to the BVE staff.

SUPPLEMENT NOT SUPPLANT Section 401.19(a)(16) of the Regulations Federal funds made available under the Act must be used to supplement, and to the extent practicable, increase the amount of state and local funds that would in the absence of federal funds be made available. Supplanting is prohibited.

Carryover is not permitted.

10. Migrant Education - Interstate and Intrastate Coordination
    34 CFR, Part 205

The purpose is to carry out migrant education activities to improve the interstate and intrastate coordination between state and local educational agencies.

Due to the discretionary nature of the program, there are no maintenance of effort or match requirements. Carryover is not permitted.

11. Transition Program for Refugee Children
    34 CFR Part 538

The purpose is to provide financial assistance to meet the special educational needs of eligible refugee children enrolled in elementary or secondary schools as authorized by the Refugee Act of 1980. The program has an emphasis on instruction to improve English language skills.

There are no maintenance of effort, excess cost, match or supplement not supplant requirements.

Carryover is permitted.

12. ECIA Chapter 2
34 CFR, Part 298

Chapter 2 consolidated 28 categorical programs into one block grant. DPI may reserve for state programs and activities up to 20 percent of the grant. Through formula, a minimum of 80 percent of the funds is allocated to LEAs.

The Act is divided into three subchapters. Subchapter A is used to develop and implement a comprehensive and coordinated program designed to improve school instruction in reading, mathematics and written and oral communication. Subchapter B is used for educational improvement and support services. Subchapter C funds special projects such as gifted and talented children.

Maintenance of Effort
The combined fiscal effort per student or the aggregate expenditures within the state with respect to the provision of free public education for the preceding fiscal year may not be less than 90 percent of the combined fiscal effort per student or the aggregate expenditures for the second preceding fiscal year. It should be stressed that this is a state-wide compliance requirement. If the state as a whole fails to maintain effort and a waiver is not appropriate, the State's allocation of Chapter 2 funds is reduced in the exact proportion to which the state fails to meet the 90 percent requirement of both the combined fiscal effort per student and aggregate expenditures using the measure most favorable to the state.

Supplement not Supplant
Funds may be used only to supplement and, to the extent practical, increase the level of funds that would, in the absence of federal funds be made available from state and local sources. Supplanting is prohibited.

Matching
Chapter 2 has no matching requirement.

Carryover
To provide maximum LEA flexibility, unexpended funds may be carried over one year.

13. Removal of Architectural Barriers to the Handicapped
34 CFR, Part 304

The purpose is to provide financial assistance to pay all or part of the costs of altering existing buildings and equipment to remove architectural barriers to the handicapped.

Due to the nature of the program there are no maintenance of effort or match requirements.

14. Emergency Immigrant Education Assistance
34 CFR, Part 581

The objective is to provide assistance with costs for immigrant children enrolled in elementary and secondary schools whose enrollment of immigrant children is at least 500 or three percent of the total enrollment. Funds may be used to (1) provide supplementary educational services for immigrant children to achieve a satisfactory level of performance, (2) provide basic instructional services directly attributable to the presence of immigrant children and (3) provide inservice training for personnel instructing immigrant children.

Regulations do not require maintenance of effort nor match. Carryover is not permitted.

15. State Grants for Strengthening the Skills of Teachers and Instruction in Mathematics, Science, Foreign Languages and Computer Learning
34 CFR, Part 208

The purpose is to improve the skills of teachers and instruction in the areas of mathematics, science, foreign languages and computer learning. Funds are distributed to states based upon the relative number of children in each state age 5-17 years. In Wisconsin, the primary focus is on mathematics and science.

Regulations do not require maintenance of effort or match. Carryover is not permitted.

SUPPLEMENT NOT SUPPLANT
Federal funds made available must be used to supplement, and to the extent practicable, increase the amount of funds that would in the absence of federal funds be made available. Supplanting is prohibited.

16. Maternal and Child Health Services Block Grant
45 CFR, Parts 16, 74 and 96

The purpose is to maintain and strengthen the state's leadership in planning, promoting, coordinating and evaluating health care for mothers and children and in providing health services for mothers and children who do not have access to adequate health care.

The Wisconsin Department of Health and Social Services (HSS) receives the federal grant from the U.S. Department of Health and Human Services. Annually, DPI enters into agreement with the Department of Health and Social Services to receive a portion of the grant. Funds are expended for health care services for individuals. By law, school districts are not eligible to apply.

17. Job Training and Partnership Act (JTPA)
20 CFR, Parts 626 - 631

The purpose is to provide job training and related assistance to economically disadvantaged individuals and others who face significant employment barriers. The goal is to move trainees into permanent, self-sustaining employment.

Claim Submission
The claim form, Report of Local Expenditures (PI 1086), is due by the 10th working day of each month. The final PI 1086 must be submitted by September 30.

DILHR/Division of Employment and Training Policy (DETP) requires expenditure reporting on the ACCRUAL basis. To report costs incurred, but not paid during the month, use the encumbrance column. Accruals normally include unpaid salaries and outstanding purchase orders.

Administration, Training and Participant Support are the three cost categories established by DETP. JTPA budgets submitted to DPI group specific cost objects within the three functional cost categories. When coding expenditures per WESSAS or WCESAAS use the following JTPA to WESSAS/WCESAAS function crossover:

JTPA FUNCTION	WESSAS/WCESAAS FUNCTION	
Administration	Support Services	230000 Series and above
Training	Instruction	100000 Series
Participant Support	Support Services	200000 thru 229000 Series

Report LEA expenditures on all general ledger accounts coded to JTPA. Accounts reported should relate directly to your approved budget. Any worksheets used to complete a PI 1086 must be maintained for audit trail purposes. The record retention period is 3 years from the project completion date. (Note this is different than the normal 5 year record retention period). When submitting a PI 1086, use complete WESSAS/WCESSAS account numbers. Use of an abbreviated version will not yield the data required.

MATCH

JTPA eight percent aids require a dollar for dollar local match. DETP requires submission of quarterly match reports. Reports are due by the 10th working day of the month following the quarter. The final match report is due by September 30. Section 3 of DETP's ADMINISTRATIVE ASSURANCES AND REQUIREMENTS manual discusses match requirements in depth. A key concept of that section is that cash and in-kind contributions used as match must be verifiable from available records. Specifically, if staff time is used as match, time sheets are needed as documentation. If in-service training is used as match, there must be an adequate basis of the valuation of the cost.

MAINTENANCE OF EFFORT

Regulations require that JTPA funds must be used for activities which are in addition to those which would otherwise be available in the absence of JTPA funds.

Carryover is not permitted.

ALLOCATION OF COSTS

Salaries allocated to JTPA must be documented with the amount of time spent on JTPA. Normally the most accepted form of documentation is time sheets. Time studies are an alternative, however they must be current and documented sufficiently to demonstrate equitableness.

DETP'S Administrative Assurances and Requirements Manual

The manual contains significant information. Of particular relevance are the discussions on Standards for Selected Items of Cost, Definitions of Cost Categories, Record Retention and Matching Requirements.

State Programs

The remainder of the programs listed in this manual are funded through state appropriations. When planning for state programs, special attention should be given to the type of appropriation (A, B or C).

Type A is an annual appropriation expendable only for the fiscal year for which made. Unencumbered balances lapse as of June 30. To meet the reporting requirements, DPI must request that final claims be submitted by July 15, which means no carryover.

Type B is a biennial appropriation expendable only for the biennium for which made. The unencumbered balances at the end of the biennium lapse as of June 30.

Type C is a continuing appropriation which is fully expendable unless repealed by subsequent action of the legislature.

1. Wisconsin Special Olympics
   Section 20.255(1)(fg), Wis. Stats., Appropriation Type A

This is a $75,000 appropriation specifically for the administrative costs of the Wisconsin Special Olympics, Inc.

2. Youth Initiative (JTPA)
   Section 115.28(21), Wis. Stats., Appropriation Type B

The purpose is to educate and train the "most in need" students who are dropouts or dropout-prone. Training is in community-based organizations through the administrative structure of the public schools.

The law requires that the school district match 40 percent of the grant with local cash funds or in-kind services and that a match report be submitted quarterly. Carryover is permitted in the first year of the biennium only.

The law requires submission of monthly reports of expenditures.

3. Alcohol and Other Drug Abuse (AODA)
Section 115.36, Wis. Stats., Appropriation Type C

The purpose is to enable and encourage public and private schools to develop comprehensive programs to prevent or ameliorate alcohol and other drug abuse among minors.

Grants for AODA may not be used to replace funding available from other sources. Match is required at a minimum of 20 percent of the amount of the grant. Private funds and in-kind contribution may be applied to meet the match requirement.

4. Suicide Prevention
Section 115.365, Wis. Stats., Appropriation Type A

The purpose is to enable and encourage public and private schools to develop programs designed to prevent suicide among minors.

The law does not require match.

5. Education for Employment
Section 115.367, Wis. Stats., Appropriation Type A

The purpose is to provide state and national models for the planning, developing and evaluation of education for employment programs.

An award may not supplant funds otherwise available for the project. The Act requires match by stipulating that "the amount awarded in the first year shall be an amount not more than 90 percent of the costs of the project year." The second and third year require 60 percent and 30 percent respectively. Match may be direct expenditures or inkind.

6. Teaching Incentives
Section 115.40, Wis. Stats., Appropriation Type A

The purpose is to fund demonstration projects designed to implement innovations related to teacher compensation, career opportunities, professional development or performance assessment.

Projects may not supplant existing programs. Match is required in an amount equal to the amount of the grant received. Match may be cash, necessary and reasonable direct costs or indirect costs incurred for the teaching incentive program.

7. Minority Group Pupil Scholarships
Section 115.43, Wis. Stats., Appropriation Type A

Precollege scholarships are awarded on a competitive basis to minority group pupils, grades 6-12, who enroll in college or university classes or programs designed to improve academic skills that are essential for success in postsecondary school education.

Minority group pupils means a pupil who is a Black American, an American Indian, a Spanish-surnamed American or an Oriental American.

Match is not required.

8. American Indian Language and Culture Education
Section 115.75, Wis. Stats., Appropriation Type A

Aid is provided to assist alternative schools operating an American Indian language and culture education program. Alternative schools receive $110 for each pupil who has completed the fall semester in the program.

Program funds may not supplant federal aid received and used for American Indian language and culture education programs in the prior year.

9. Human Growth and Development
Sections 116.01 and 118.019, Wis. Stats., Appropriation Type A

The purpose is to encourage school boards to provide instruction in topics related to human growth and development in order to promote accurate and comprehensive knowledge in this area, responsible decision making and to support and enhance the efforts of parents to provide moral guidance to their children.

Match is not required.

10. Abortion Prevention and Family Responsibility Act
Section 118.019, Wis. Stats., Appropriation Type A

The purpose is to assist adolescents in acquiring decision-making skills, enhancing their self-esteem, learning responsible behavior and realizing their full potential. The legislature believes that prevention of unintended pregnancies among adolescents will increase the possibility that adolescents will obtain necessary living skills prior to having children. This program is closely related to the Human Growth and Development program.

Match is not required.

11. Alcohol/Driver and Traffic Safety
Section 346.655, Wis. Stats., Appropriation Type A

The purpose is to provide school traffic safety curriculum materials and inservice training to school districts. The source of the appropriation originated from the driver improvement surcharge on court fines and forfeitures. The goal is to counter the increasing problem of youthful drinking and driving.

Match is not required.

Directory

Richard Mortensen and Allen Vick are available to answer questions on fiscal policy and procedures for any of the programs listed in this manual. They may be reached at 608-266-7124 and 266-2428 respectively. Questions regarding fiscal requirements, claim submission or claim processing may be addressed to the staff listed below.

Alan Virnig 608-266-8053
- Chapter 1 - Basic Grant
- Chapter 1 - Migrant
- Chapter 1 - Neglected & Delinquent
- Transition Program for Refugee Children
- Emergency Immigrant Education Assistance
- American Indian Language and Culture Education Program
- Migrant Education Inter and Intrastate Coordination

Robert Sainsbury 608-266-3489
- PL 89-313
- Deaf-Blind Centers
- PL 94-142 Education of the Handicapped Act
- PL 94-142 Early Childhood Incentive
- Wisconsin Special Olympics
- Removal of Architectural Barriers

Mary Koscielniak 608-267-9105
- Public Library Services (LSCA 1)
- Library Services & Construction Act (LSCA 2)
- Interlibrary Cooperation (LSCA 3)
- Chapter 2

James Perry 608-266-0567
- Carl Perkins Act - Basic Grant
- Carl Perkins Act - Consumer & Homemaker Education
- Education for Employment

Lora Lind 608-267-9199
- Math/Science
- Job Training Partnership Act
- Youth Initiatives
- Alcohol/Driver & Traffic Safety Program
- Minority Group Pupil Scholarships
- Abortion Prevention and Family Responsibility Act
- Alcohol and Other Drug Abuse Programs
- Human Growth and Development Programs
- Suicide Prevention
- Teaching Incentives

D P I Wisconsin Department of Public Instruction
REPORT OF LOCAL EXPENDITURES
PI-1086 4/85

Refer to instructions on reverse side

Project Number	District/Agency Legal Name	Report for Period Ending	Federal Program *Specify*
Project Name		Project Beginning Date	Project Ending Date

SUMMARY

Report Project Transactions by Account

Account Code	Account Name	Approved Budget	Unliquidated Encumbrances	Total Expenditures To Date	Unencumbered Balance
	TOTAL	$	$	$	$

Cash Summary

Total Funds Received to Date	Total Expenditures to Date	Cash on Hand at End of Period
$	$	$

Type of Report (*Check appropriate box(es)*)
☐ Advance ☐ Final Claim
☐ Partial Claim ☐ Encumbrance Report

Amount Requested
$

FOR DPI USE ONLY
AMOUNT APPROVED
$

CERTIFICATION

I CERTIFY that all revenue and expenditures reported herein are properly substantiated and reconciled with the financial transactions of this District's/Agency's general ledger, and have not been claimed under any other state or federal program.

Signature of District/Agency Administrator	Date	Name of Person Preparing this Report	Telephone
			( )

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Instructions for: **REPORT of LOCAL EXPENDITURES**

Report for Period Ending: Record the month and year through which this report is completed.

Federal Program *Specify*: i.e., Chapter 1, Chapter 2

Project Beginning Date: Report the DPI approved beginning date. Federal funds may not be expended or obligated prior to this date.

Project Ending Date: As stated in your approved contract.

Account Code: List all account codes as used in your approved project budget.

Account Name: Report the name of the account corresponding to the account code.

Approved Budget: Enter the amounts approved for each account as stated in your contract.

Unliquidated Encumbrances: Report unpaid obligations (i.e., purchase orders, personal service contracts, etc.).

Total Expenditures to Date: Report the actual amount of project payments as recorded on your general ledger.

Unencumbered Balance: Report the amount of funds that have neither been obligated nor expended.

Amount Requested: If an advance is requested, the amount may not exceed a 30-day cash supply.

Mail the completed PI-1086 to:

DEPARTMENT of PUBLIC INSTRUCTION
FEDERAL AIDS and AUDIT SECTION
125 SOUTH WEBSTER STREET
P.O. BOX 7841
MADISON, WI 53707

Additional questions regarding the completion of this report may be directed to the Federal Aids and Audit Section.

SECTION CHIEF:	Richard Mortensen	(608) 266-7124
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